



## **SPECIFICATION**

### **FOR THE SUPPLY AND FITTING OF FLOOR COVERINGS AT THE SCIENCE AND TECHNOLOGY FACILITIES COUNCIL, RUTHERFORD APPLETON LABORATORY, THE COSENER'S HOUSE, RIDGEWAY HOUSE AND CHILBOLTON**

#### **INTRODUCTION**

##### **About STFC**

The Science and Technology Facilities Council is an independent, non-departmental public body of the Department for Business, Energy and Industrial Strategy (BEIS). We were formed as a new Research Council on 1 April 2007 through a merger of the Council for the Central Laboratory of the Research Councils (CCLRC) and the Particle Physics and Astronomy Research Council (PPARC) and the transfer of responsibility for nuclear physics from the Engineering and Physical Sciences Research Council (EPSRC). We are one of seven national research Councils in the UK.

##### **About Rutherford Appleton Laboratory**

RAL supports research in areas including materials and structures, light sources, astronomy and particle physics. Every year about 10,000 scientists and engineers use the Laboratory's facilities to advance their research. Many are academics and post-graduate students working on projects funded by STFC. Around 1,200 of STFC's own scientific and support staff work at RAL. We have approx. 70 offices / laboratory/clean room buildings on site with approx 100,000 sqm of Gross Internal area.

## 1. SCOPE OF CONTRACT

1.1 The Contract is for the supply and fitting of various types of floor covering as and when requested by the Estates Helpdesk, to include:

- Carpet
- Carpet tiles
- Laminate
- Wooden flooring (all types)
- Rubber
- Vinyl flooring
- Clean room flooring\*
- Other types of flooring to be advised by the contractor which are suitable for Laboratory conditions

The required service will include Measuring and Estimating of requested works and Removal of existing floor covering and preparation of the floor as required.

\*RAL has different classes of clean room laboratories as follows: 4, 5, 6, 7, and 8, the majority of these are operated and maintained to ISO14644.

STFC RAL also have general laboratories which require anti-static, rubber or non-slip flooring STFC RAL will require the contractor to advise on the suitability of products and also advise of any new products available.

1.2 STFC is committed to ethical waste management as such this opportunity requires suppliers/ contractors to provide a Waste Management Plan. The plan should specify percentage targets for re-using/recycling and how this will be monitored. The successful bidder/contractor will be responsible for:

- Removal from the site and safe disposal of existing floor covering which is being replaced
- Responsible for removal from the site and safe disposal of all waste and surplus materials and provide evidence of disposal routes
- Providing evidence of waste licences e.g. carriers licence and evidence that the waste disposal/recycling site is licenced
- The Contractor will also be expected to provide details of waste/recycling performance on a quarterly basis

1.3 The successful bidder will be expected to provide advice on sustainable flooring products available and their suitability for use at STFC sites.

1.4 There will be an element of Health & Safety (H&S) related repair work when there is a H&S risk for example loose nosing's on stairwells. All H&S work will be required to be completed within 24 hours unless agreed otherwise.

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- 1.5 The floor covering required will be purchased and stored by the Contractor on the Council's behalf. The Contractor may be asked to obtain and produce at least 2 quotations for each supply and fit and must not proceed with the purchase of goods until the quotation has been approved and accepted by the Estate Helpdesk. The Contractor shall also provide all other materials.
- 1.6 The Contractor shall be required to supply and fit the floor covering at the following sites:
- RAL Site
  - The Cosener's House, Abingdon
  - Ridgeway House, (RAL Site)
  - Chilbolton, Hampshire
- 1.7 The normal working hours/site availability hours are:

Monday to Thursday	08:30 to 17:05
Friday	08:30 to 16:20

Some out of hours work will be undertaken especially in public areas so as to minimise disruption. Please be aware that timescales for many types of works are on strict deadlines these will be agreed with the contractor on a project by project basis. These deadlines must be adhered to avoid disruption to the day to day running of the site.

The majority of offices are between 10 –15 square metre and works to these offices will likely be carried out individually.

Bidders need to take into account that many works will possibly need to be carried out over 2/3 separate visits to allow for removal of existing flooring and preparation of the subflooring etc. Bidders will also be expected to collaborate with other trades (Decorators etc.) and allow these other trades to carry out their works before laying/completing the flooring.

- 1.8 Once the work has been completed all trimmings / excess materials should be taken from site. The newly fitted floor should be left in a satisfactory state, hoovered/cleaned if necessary. Project completion sign off may be necessary before invoicing can take place.
- 1.9 Any work or services not covered by the pricing schedule shall be authorised in advance and shall be charged at rates to be agreed.
- 2.0 The Contractor shall ensure that manpower and resources that are necessary to fulfil obligations under the Contract are available at all times.  
The Contractor shall exercise all reasonable skill, care and diligence in the discharge of all duties to be performed by him.
- 2.1 In some instances the Contractor will be required to move furniture in order to carry out the agreed flooring work. This normally involves items such as filing

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cabinets and desks. The Contractor will not be asked to move any electric items such as PCs or other science/technical equipment.

### **2. ESTIMATED REQUIREMENTS**

- 2.1 The Contract is not for any fixed quantity of work but only for such work as the Council may require as and when is needed. The Contractor must clearly understand that the Council does not bind itself to order any work under the Contract or to receive and pay for any work other than that actually ordered.
- 2.2 All requests for work will be issued via the RAL Estates helpdesk and will have a serially numbered request for each job. This is to be quoted on all relevant correspondence along with the Contract Reference Number FM150095

### **3. RATES**

- 3.1 The rates shall be comprehensive and include the cost of labour, travel and subsistence, back-up services, overheads, replacement parts, repair work and profit and all other things that are necessary to ensure the efficient performance of the Contract.
- 3.2 The rates provided in AW5.2 shall remain firm for a period of 36 months from award of contract.
- 3.3 Any request to amend charges must be made in writing to the UK SBS Procurement contact at least three months prior to the proposed date of change. Where the charges are amended, such amended charges shall remain firm for a period of 12 months from the date on which they become effective.
- 3.4 All quotations provided by the Contractor should detail the number of square metres required at the rate detailed.
- 3.5 Quotations for repairs should detail the number of hours work required at the hourly rate and the cost of materials required.
- 3.6 The hourly rate may be used for more complicated, labour intensive work such as stairways and computer tiled floors. The use of this hourly rate will need to be pre-agreed with the relevant STFC estates/contract manager.
- 3.7 All rates shall be firm for the first Three years of the Contract. After this date, and should the Employer extend the Contract as per options, a percentage adjustment may be made each year on an annual basis in accordance with the Public Sector Price and Cost Indices, ALLCON index- All Construction Tender Price Index. The base date for the indices will be 10 days before tender return date. The procedure will be as follows: if the Contract is extended, the Contractor may submit to the Employer his proposals for an

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adjustment to the rates together with any information necessary to substantiate his claim. Once an agreement has been reached, the new percentage uplifts shall come into force on the anniversary date of the Contract and shall remain firm for a further 12 months. In the absence of any published data to complete or substantiate any percentage uplift by the prescribed date, the Contractor may make provisional adjustments subject to ratification and/or correction on publication of the outstanding data. The rate for a job will be the rate at the date the Task/work Order is placed. If no agreement can be made between STFC and the supplier then the contract can be terminated at the end of the initial 36 month period.

### **4. COMPLETION**

- 4.1 The Estate Helpdesk will issue a Request for Quotation (RFQ) for each job under the Contract; completed RFQs shall be returned to the Estate Helpdesk within a maximum of three working days of having been requested. Completion of the work required shall be achieved within the times agreed. Any circumstances which might delay completion of the work should be reported to the Estate Helpdesk as soon as they become apparent.
- 4.2 The Contractor shall be required to produce a monthly performance report providing details of:
- Date Requests For Quotation received by Contractor
  - Date completed RFQs returned to STFC Project Officer
  - Agreed Job Commencement Date
  - Actual Job Commencement date
  - Agreed Job Completion Date
  - Actual Job Completion Date
  - Comments as to why there are any differences between agreed/actual dates above

The Contractor shall also be required to provide a monthly summary of number and value of work orders invoiced in the month.

Please see draft reporting templates at Appendix B

### **5. PAYMENT AND INVOICING**

- 5.1 Payment will be made after completion of each individual job, as approved by the Project Officer.
- 5.2 All invoices detailing Value Added Tax separately shall quote the allocated order number and shall be rendered to:-

**INVOICE ADDRESS TO BE ADVISED AT CONTRACT AWARD STAGE**

### **6. ENVIRONMENTAL CONSIDERATIONS**

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- 6.1 The Contractor shall at all times comply with current environmental legislation the contractor shall also be environmentally aware of schemes to reuse materials such as tiles and backing material etc.
- 6.2 All packaging and containers used in the delivery of goods shall be environmental friendly, recyclable or reusable wherever possible.
- 6.3 All reasonable precautions shall be taken by the Contractor to protect the health of human beings, creatures and plants, to avoid the pollution of water, land and air and safeguard the environment.
- 6.4 Asbestos awareness – All contractors' employees, including subcontractors, should be aware of possible asbestos risks and have received the relevant training.
- 6.5 Permits for work where required, must be obtained to any work commencing, such as fire alarm isolation.

## **7. HEALTH & SAFETY**

- 7.1 The Service Provider shall demonstrate a strong commitment to Health and Safety throughout all aspects of its organisation, this shall be particularly important in relation to the provision of robust record management and auditing processes so as to ensure statutory and best practice compliance. STFC operate a stringent Health and Safety Management regime, with defined Codes of Practice (SHE Codes) and the supplier is to engage, and adhere to these policies and procedures. Those relevant to this contract are available upon request.
- 7.2 When requested by STFC, the Provider shall provide a professional advice service on all matters relating to the Health and Safety at Work Act 1974 and any subsequent re-enactments in relation to the provision of these services on STFC sites. The Service Provider shall ensure through constant interaction between STFC's health and safety team and designated Contract Managers that a holistic 'best practice' approach is taken to the execution of health and safety management.
- 7.3 The Service Provider shall provide a 'competent person(s)' for the Premises, as appropriate, who shall work in association with STFC's Responsible Person(s) with a view to protecting staff and visitors on the site through compliance with all relevant statutory obligations and legislation and with STFC's H&S policy and SHE Codes as it supports this legislation. The Service Provider must have the appropriate technical and professional recourses to assist the Contract manager in all health and safety matters relating to the site.
- 7.4 All incidents, near misses and injuries whether of a major or minor nature, shall be reported to STFC immediately by the Service Provider. The Service

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Provider shall maintain a written record of accidents and dangerous occurrences in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. In the event of an incident, injury or near miss the Service Provider must report to the SHE group via SHE Enterprise. Training shall be provided by the Authority.

- 7.5 The Service Provider will provide a full set of Risk Assessment and Method Statements (RAMS) before commencement of works.

### **8. SECURITY CLEARANCE**

- 8.1 All Contractors shall comply with STFC Management of Physical and Personnel Code and STFC Information Security Policy. The Service Provider shall provide and ensure that all staff are issued with and carry Authority identification passes and wear their organisations uniform correctly at all times whilst on duty.
- 8.2 In addition to the Contractors normal routine employment checks STFC require that all the Contractors staff, irrespective of grade or position must have passed the Government Baseline Personnel Security Standard (or equivalent) pre-employment screening to ascertain they are entitled to work in the UK. Personnel working in the ISIS synchrotron shall be required to enter areas where they shall potentially be exposed to low level radiation and shall therefore be monitored on a regular basis (classified workers).